

# DJJ STUDENT HANDBOOK



## STUDENT GUIDE TO THE GEORGIA DEPARTMENT OF JUVENILE JUSTICE

*Avery D. Niles, Commissioner*

**WITH REFERENCES TO P.R.E.A. STANDARDS AND SAFEGUARDS**



## Message from the Commissioner



To our new Students,  
While you are in a DJJ facility you will be held to high conduct standards. Our professional staff will hold you accountable for your actions. Making you accountable is not punishment. Accountability is the first step in your rehabilitation. Part of your accountability depends on knowing and obeying the rules while you are here.

Use the time you spend at this facility to begin making positive changes in your life. Take advantage of opportunities here and practice making the right choices while you're at DJJ. We will make every effort to ensure you have the opportunity to make better choices in your future. The Department of Juvenile Justice is committed to help you turn your life around and to change your life for the better.

Remember my important advice:

- **Be accountable** for your actions
- **Stay away** from contraband
- And **report any abuse** with a grievance form

It's our job to enforce the rules to keep you safe while you're in DJJ custody. It's your job to practice making the right choices while you're here. The future is up to you.

**ADN**

**Avery D. Niles, Commissioner**  
**Georgia Department of Juvenile Justice**





## TABLE OF CONTENTS

Message from the Commissioner .....	Page 2
Table of Contents .....	Page 3
Table of Contents .....	Page 5
Welcome & Mission Statement .....	Page 6
Introduction, Key Staff, Who's in Charge.....	Page 7
Admission & Orientation.....	Page 8
Zero Tolerance Policies .....	Page 9
P.R.E.A. – Definitions .....	Page 10
P.R.E.A. – How to be Safe from Sexual Abuse.....	Page 11
P.R.E.A. – What to do.....	Page 12
Bullying & Gangs.....	Page 14
Abuse.....	Page 15
Victim Services.....	Page 16
Office of the Ombudsman (Problem-Solver).....	Page 18
Harassment & Unlawful Discrimination.....	Page 20
Grievance Procedure & Requests for Protective Custody .....	Page 21
Youth Responsibilities .....	Page 21
Personal Hygiene, Cleanliness & Dress Code.....	Page 23
Searches, Contraband & Personal Property .....	Page 24
Contraband & Personal Property (continues) .....	Page 26
Issued Items .....	Page 28
Food Services.....	Page 29
Mail, Rules for Receiving.....	Page 30
Telephone Calls .....	Page 32
Recreation & Leisure Activities.....	Page 32
Visitation.....	Page 33
Visitation (continues) .....	Page 34
Education .....	Page 35
Education – (continues).....	Page 36
Education – Work Detail.....	Page 39
Medical.....	Page 40
Mental Health & Help Requests .....	Page 41





## **“The Emanuel Project”**

“Visualize Your Potential”

Nationally renowned master painter Emanuel Martinez customizes his mural designs for Georgia Youth Development Campuses to introduce DJJ youth to the many choices that can help young people become good decision makers. Five of Emanuel’s most colorful works illustrate the walls at Georgia’s Eastman, Augusta, Sumter, Macon and Muscogee YDC’s.



A 100' x 10' mural at Eastman YDC is entitled “The World is Our Classroom”.



“Visualize Your Potential” is the name of the 90' x 15' mural at Macon YDC.



At Muscogee YDC the “Spirit of Education” mural commands a 90' x 25' wall space.



“Visualize your Future” is the name of the 90' x 30' mural at Sumter YDC.



A different design by that same title spans a 12' x 70' wall at Augusta YDC.

Emanuel’s murals cross every language and cultural barrier to help DJJ reinforce his crucial message that this can be an environment of hope, expectation and possibilities. The murals also tell our youth they can make a conscious choice to take advantage of the learning and recovery opportunities offered here and look toward a more promising future.





## TABLE OF CONTENTS

Chaplain & Religious Services.....	Page 43
Volunteer Services & Case Management.....	Page 44
Legal Access.....	Page 45
How to Get Information about Your Case .....	Page 45
Counts & Movement .....	Page 46
Emergencies .....	Page 47
Our Basic Treatment Standards .....	Page 48
Facility Rules & Discipline – Rule Violations.....	Page 50
DJJ Disciplinary Process .....	Page 52
Sanctions for Rule Violations.....	Page 53
PBIS – Good Behavior Bill.....	Page 53
Good Behavior Bill	
Minimum Good Behavior Criteria .....	Page 54
Reentry Services Definitions.....	Page 55
Risk, Needs & Program Integrity .....	Page 56
Reentry Checklist – After Care.....	Page 57
Family & Living Arrangements	
Leisure, Recreation & Vocational interests	
Peer Groups & Friends	
Mental & Physical Health	
Substance Abuse	
Education & Schooling	
Vocational Training & Employment	
Reentry Wraparound Services.....	Page 59
Handbook Dedication .....	Page 59



Layout and Design, Edited and Published by the  
DJJ Office of Communications  
Fall 2014



## WELCOME

**Welcome to a safe place while you are away from home!**

On behalf of the staff, welcome to this DJJ Secure Facility. We will do all we can to ensure your stay here is safe and positive. We are also here to help you make better choices.

We know that you may not want to be here and you may have strong feelings about why you have been sent here. You will be given the opportunity to talk with us so we can help you plan and prepare for your future.

To help you understand how the Department of Juvenile Justice operates, we have provided this handbook. It will familiarize you with this facility and with information about programs, activities, rules, regulations and your rights here.

We hope you will use your time here to make positive changes as you grow and prepare for the rest of your life.

Again, we welcome you to the Georgia Department of Juvenile Justice. We invite you to read our Mission Statement below which defines our expectations for your accountability and explains our dedication to your safety and security during the time of your commitment here.



### **Georgia Department of Juvenile Justice Mission Statement**

***To protect and serve the citizens of Georgia by holding young offenders accountable for their actions through the delivery of services and sanctions in appropriate settings and by supporting youth in their communities to become productive and law-abiding citizens.***

# INTRODUCTION



You will live in this secure facility for the time required by the court. The professional DJJ Staff here will do all we can to make your stay beneficial to you. This handbook provides important information about our programs, what you can expect, and what is expected of you. Learn the rules. Our rules are effective immediately when you enter this facility and we will hold you to them. Ask questions about anything you do not understand. **If you do not feel safe here, tell any staff member about it right away.**

## KEY STAFF

Director _____	JDC _____
Asst./Assoc. Director _____	JDC _____
Asst./Assoc. Director _____	MH Staff _____
Asst./Assoc. Director _____	MH Staff _____
Captain _____	Admin. Lieutenant _____
Principal/Lead Teacher _____	
Nurse Manager _____	
Food Service Director _____	

## Who's In Charge

The **Director** is in charge of the entire facility, along with the **Assistant-Associate Director**. **Juvenile Correctional Officers** work for **Lieutenants** who oversee housing unit security. The Lieutenants are supervised by the head of security. **Juvenile Detention Counselors** talk to you about your problems; they conduct group sessions and help you contact your lawyer and probation officer. The **Juvenile Detention Counselor** is your primary staff contact who can help you with most of your questions and concerns.

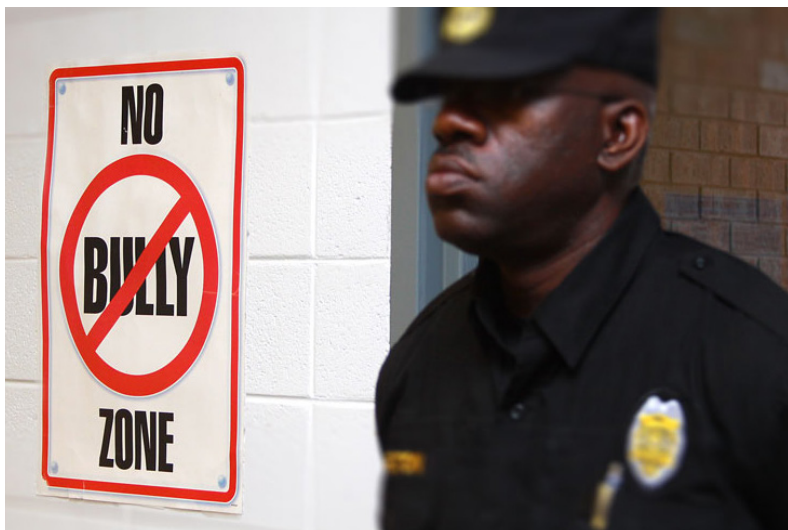
The staff is here to help you and to see the facility is operated in a safe and secure manner. You are required to obey the lawful instructions of staff and to cooperate to the best of your ability. You may write a letter to any member of the staff, or you may talk to them as you see them in the facility or when they visit your unit. You may also speak with the director when he or she is available.



## **ADMISSION & ORIENTATION**

When you first arrive, you will go through a standard intake process called ***Admission and Orientation***. The purpose of this process is for us to learn about you and your needs and to provide you with information about what to expect while you are here. As part of this process, you will be searched and your personal property will be collected, washed and stored. Staff members will ask questions about your health and your problems and concerns. Medical staff will examine you. Please answer all questions completely and truthfully. We need correct information to make sure you receive the right care. You will be allowed to contact your parents or guardians by telephone.

Staff will explain the rules of this facility. You will be able to read this handbook again and someone will go over it with you. Additional handbooks are available for you on each unit. If you have questions or need help understanding any of the material in the handbook, you may ask staff members to help you at any time.







## **ZERO TOLERANCE POLICIES**

### **Bullying, Fighting, Harassment & Abuse**

It is our responsibility to safeguard the security of all DJJ residents and staff. So it's important for you to understand that bullying, fighting, harassment and abuse will not be tolerated at this DJJ facility. We will discuss these prohibited behaviors and their consequences in detail in this handbook.

We want you to know about another important ***Zero Tolerance Policy*** at this agency and how to report any problems. The Department of Juvenile Justice has a Zero Tolerance Policy against sexual abuse and sexual harassment to protect you while you are here. But we need your help to make it work.

Our DJJ staff is responsible for providing a safe-and-secure environment while you are here -- and for protecting you from sexual abuse. If you believe you have been a victim of sexual abuse it is your responsibility to protect yourself and others by reporting the incident to our staff.

It is also your responsibility to tell our staff if you have ***witnessed*** sexual abuse, or if you know about a situation that involves sexual abuse. There are several ways you can report these abuses ***confidentially***.

#### **How to Report**

Here's how:

- You can fill out a Confidential **Help Request** Form
- You can fill out a Confidential **Grievance** Form
- Or you can put a Confidential **Note** in the Director's Box
- These forms and locked boxes are located in common areas throughout your facility

The Department of Juvenile Justice may use disciplinary procedures to enforce Zero Tolerance Policies, including serious sanctions or even criminal charges to punish these harmful behaviors. Later in this handbook we will explain more about how to use the Confidential Help Request and Grievance Procedures if you are a victim of any prohibited behaviors.



## **PREA.**

**PREA.** is the abbreviation for the special federal law written to protect you against sexual abuse and sexual harassment. PREA. is pronounced as “Pree-Ahh”. It stands for the Prison Rape Elimination Act. Everyone deserves to be safe. It is important to us that you remain safe and free from sexual abuse and sexual harassment. Sexually Abusive Behaviors are criminal acts and will be investigated and prosecuted by the Department of Juvenile Justice whenever possible.

### **Sexually Abusive Behaviors**

In compliance with PREA, our Zero Tolerance Policy at DJJ means you and all other youth in our custody have the right to be safe from sexual-abuse. Under the PREA law, you specifically have the right to be safe from ***unwanted-sexual-advances*** whether it's from other youth -- or from staff – or from any adults, any-where, regardless of gender.

This means if a youth is sexually abused or sexually harassed, DJJ will investigate. The investigation will follow laws and rules that make the abusive person accountable.

Our PREA policy also means it's our job to inform you that ***all sexual behavior is prohibited*** while you are in the custody of the Department of Juvenile Justice. That includes ***exhibitionism***, which is regarded as an act of sexual abuse. So is ***inappropriate touching***.

### **Sexual and Romantic Activity**

You may ***NOT*** know that even if you agree to have sexual contact with Staff, those ***consensual sexual activities are still considered to be illegal sexual misconduct***. That means, for residents in custody in a juvenile justice facility, ***any*** sexual behavior or contact between DJJ Staff and youth in custody is ***against the law***. That's even if both parties say “it's ***OK***” and even if they both believe that “it's OK” to participate. The PREA law says it's ***NOT***.



## **P.R.E.A.**

The conduct would be investigated and the persons involved would be held accountable and prosecuted.

Remember to say **“NO”** to anyone who tries to pressure you to participate in any type of sexual activity, and then protect yourself by breaking the silence. Report any ***sexual abuse***, report any ***sexual misconduct***, and report ***retaliation immediately***. ***It's your right.***

### **Sexual Identity**

All youth detained in a DJJ facility, regardless of sexual identity, (examples).. Lesbian, Bi-Sexual, Gay, Transgender, and Intersex will not be isolated, harassed, or subjected to any form of abuse, including name-calling due to sexual preferences.

The Department of Juvenile Justice is committed to insure that all youth are treated with dignity and respect at all times while in our care.

If at any time during your detention you believe you are being mistreated, please report it immediately to your Counselor, the Director, or a trusted adult, or by completing a Help Request or filing a grievance.

### **Who To Tell**

- Tell a Friend or Counselor
- Tell a Chaplain, Staff Member, or Physician
- Tell a Parole Officer or Someone You Trust
- It's important to report any incident immediately
- All DJJ Staff are required to keep your report confidential except to get you the help you need
- Treatment-and-counseling are available through medical, mental health and professional partners outside the facility



## **P.R.E.A.**

*DJJ Staff are here to help safeguard appropriate boundaries between juvenile residents and DJJ Staff. It's our job to enforce the Zero Tolerance Policy and to guarantee your confidentiality.*

### **How to be Safe from Sexual Abuse!**

#### ***Be Aware of Your Surroundings***

##### **Pay Attention To:**

- Situations that make you feel uncomfortable, such as...
- Someone who may be singling you out for favors
- Someone asking details about your private information

##### **Do Not:**

- Accept any offer of protection
- Accept a loan or gift

### **What steps should I take if I'm sexually abused?**

If you have been sexually abused in a DJJ facility, it is important for you to follow these instructions:

- Report the sexual abuse as soon as you can

##### **Do Not:**

- Shower or wash afterward
- Change your clothes
- Use the restroom
- Brush your teeth
- Eat or drink

### **What happens if I report that I've been abused – sexually?**

- You will get medical attention
- You will get counseling.
- DJJ will take special steps to make sure you are safe from more abuse





## **P.R.E.A.**

- DJJ will work hard to keep your report confidential
- DJJ will investigate the abuse and use criminal charges to make the person accountable

### **What should I do if I witness abuse or suspect I witnessed abuse?**

- Report any abuse or suspected abuse that you witness
- An investigation will take place to find out the truth
- You won't get in trouble if you make an honest report

### **What will happen if I make a false report?**

- Being honest in what you say and do is a big part of staying safe
- Our goal is to provide safe programs
- Staff takes reports of abuse very seriously
- If you make a false report of abuse against anyone, it **WILL** be discovered
- Anyone making a false report will be held accountable
- This includes loss of privileges and possibly new criminal charges



### **What will happen if I abuse someone?**

- We will investigate the abuse and will seek criminal charges
- If you are found guilty you will likely face additional detention or jail depending on your age and the charges filed
- If you are unable to control your actions, ask for help **NOW**, so that you don't harm anyone



## **BULLYING AND GANGS**

The Department of Juvenile Justice shall maintain a zero tolerance for youth behaviors and activities involved in or related to groups (gangs) that compromise the safe, orderly and efficient operation and management of facilities, offices and programs to include physical, verbal and social bullying.

At DJJ, we understand how some young people may find a need for the feelings of membership and protection provided in a group or in personal relationships that grow out of groups. ***However this correctional staff will not tolerate GANGS or any form of BULLYING in this facility.*** If you are involved in any gang-related activities you will immediately be held accountable through our DJJ Disciplinary Process. You will also risk facing additional state and federal charges being filed against you.

### **Bullying**

It's important for you to understand that bullying is really another form of violence just like fighting and it causes real harm. The words you use and the actions you take have lasting impacts on others. Whether it's with words or with actions, we all know what it's like to be hurt by bullying. DJJ has Zero Tolerance against bullies.

### **Physical Bullying**

Physical bullying includes hitting, kicking, tripping, pinching, pushing or deliberately damaging someone else's property. DJJ has Zero Tolerance against Physical Bullying.

### **Verbal Bullying**

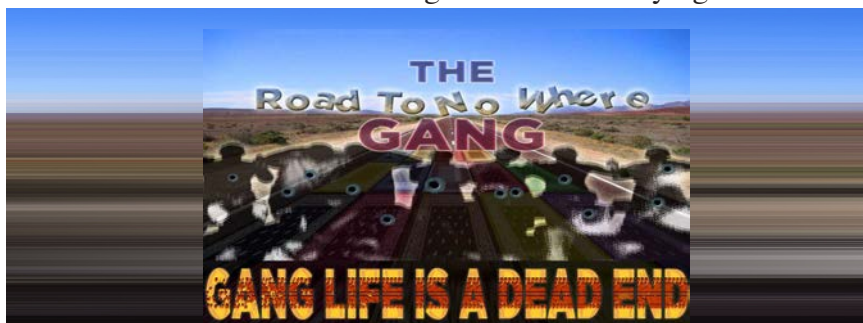
Verbal bullying includes name calling, slurs, insults, teasing, intimidation, homophobic or racist remarks, or any other form of verbal abuse. DJJ has Zero Tolerance against Verbal Bullying.



## **Social Bullying**

Social bullying is often carried out behind the victim's back. It is designed to harm someone's social reputation and cause humiliation. Social bullying includes:

- lying and spreading rumors
- damaging someone's reputation or social acceptance
- encouraging others to exclude someone
- negative facial or physical gestures, menacing looks
- unkindly mimicking, playing nasty jokes to embarrass and humiliating someone
- DJJ has Zero Tolerance against Social Bullying



## **Abuse**

**DJJ prohibits ALL abuse!**

Whether you are at home, in a secure facility or in a residential program, the possibility always exists that another person may be abusive. Abuse can be physical, emotional or sexual.

## **Abuse can include:**

- Bullying
- Intimidation
- Threatening
- Hitting
- Sexual exploitation

It is wrong for anyone to threaten or hurt another person. If anyone tries to harm you, you ***MUST*** Report It! Everyone deserves to be safe.



## VICTIM SERVICES

The Office of Victim Services provides support and intervention for youth who have been victims of crime.

**NO ONE** deserves to be physically, sexually, emotionally, or financially abused by another person or a group of people. Talking about what has happened to you may be challenging, however you are not alone.

The Office of Victim Services can assist you, by providing counseling, advocacy, emotional and physical supportive services. Victim Services Office Staff are available to assist 24 hours a day, 7 days a week at 1-800-922-6360.

If you have been a victim of a crime you might feel:

- Alone
- Sad, anxious, frightened
- Ashamed
- Fear of retaliation
- That you can't handle the situation on your own

Finding a trusted adult to talk to could:

- Begin the process of feeling better
- Assist with finding supportive services
- Get you to a safe place
- Relieve the burden of dealing with everything by yourself

Sexual **EXPLOITATION** is **ABUSE**. You may be a victim if:

- You have had sex for money or food
- You have had sex for a place to live or stay for the night
- You have been promised something of value in exchange for sex





If you or someone you know has been a victim of Sexual Exploitation—**WE CAN HELP.** Please contact:

The Georgia Department of Juvenile Justice

Office of Victim Services

(1-800-922-6360)

OR

Georgia Cares

(404-602-6360)





## **OMBUDSMAN**

The Ombudsman, pronounced “Um-buds-mon”, is DJJ’s agency-wide problem-solver responsible for investigating complaints and attempting to resolve them for the individuals involved.

### **The Ombudsman’s Office acts as a point of contact for:**

- families and loved ones of young offenders
- juvenile advocates
- parties reporting concerns and complaints of wrongdoing, misconduct or negligence alleged against the Department of Juvenile Justice

### **When Should You Contact the Ombudsman?**

- After you have given DJJ Staff an opportunity to address the issues of your concern
- **The Ombudsman’s Office shall not be used to by-pass or avoid using the grievance process**
- If you have attempted to resolve your complaint with DJJ Staff and did not reach a satisfactory resolution, then you may submit your complaint by written letter or by calling the Ombudsman at (404) 508-7144 or Toll Free at 1-855-396-2978
- Once your complaint is received and reviewed, the Office of the Ombudsman will further assist you and make every effort to address your concerns

### **What Happens to Complaints?**

Every complaint is reviewed and assessed. A return phone call, a letter, or a visit is made to anyone who contacts the Ombudsman to inform them of actions taken to resolve an issue or address a concern.



## **Can You Be Targeted For Filing Your Complaint?**

No one can intimidate you for making a complaint. If you feel you are being targeted, bullied or harassed for making a complaint, report any retaliation to the Facility Director or Office of Ombudsman immediately.

## **How The Ombudsman's Office Works**

- When the Ombudsman's Office receives an inquiry or complaint, a Customer Service Agent (CSA) is assigned to contact you and begin to investigate your concerns
- The Ombudsman will sort out details of the complaint and have each person involved submit a summary of their response
- Once those summaries are received, the Ombudsman determines the next course of action needed
- After the final report is accepted and reviewed, the Ombudsman's Office contacts the individual who asked for the inquiry to discuss the resolution

The DJJ Ombudsman is dedicated to fairness and serves to uphold the public trust by showing compassion, maintaining confidentiality, and remaining neutral.





## **HARASSMENT & UNLAWFUL DISCRIMINATION**

Harassment happens when hurtful or upsetting things are said or done to people because of their race, age, color, national origin, religion, gender, sex, sexual orientation, or disability. Unlawful discrimination happens when your rights are violated based on your race, age, color, national origin, religion, gender, sex, sexual orientation and disability. If you believe that you have been unlawfully discriminated against, you may file a grievance. Instructions for filing a grievance follow this section. Or you may send your complaint by mail to this address:

Georgia Department of Juvenile Justice  
Director of Legal Services  
3408 Covington Hwy.  
Decatur, GA 30032

- This agency and this facility do not tolerate harassment or unlawful discrimination.
- If you feel that you have been harassed or unlawfully discriminated against, tell any staff member.
- If you see anyone else being harassed or unlawfully discriminated against, tell any staff member.



## **GRIEVANCE PROCEDURE**

If you believe you have been treated unfairly, had any of your rights violated, or have not received proper care, you may file a written complaint called a grievance. You can also write to the Director at any time about your concerns or complaints. Please fold your letter, write the Director's name on the outside, or just address it to "Director" and place your complaint letter in the Grievance Box.





### **Here is how the grievance procedure works:**

1. There are grievance forms conveniently located in each housing unit and dining hall. Get a form, follow the directions, and fill it out. Ask staff for help filling it out or for something to write with.
2. Place the form in the Grievance Boxes located in housing units, dining halls and facilities.
3. A grievance officer appointed by the Director will check the boxes daily, review your complaint and investigate, then give you an answer within 48 hours. The grievance will be heard immediately if your complaint is considered urgent.
4. Your grievance is confidential. Only those who need to know about it will know what it says. ***You cannot be punished for filing a grievance.***

**This facility does not tolerate fighting, bullying, harassment, threats, abuse, intimidation, gang activity or sexually abusive behavior. If you have been a victim of any of these, or have seen anyone that's a victim, file a grievance or tell any staff member... We are here to HELP!**

### **YOUR RESPONSIBILITIES**

1. To obey all federal and state laws at all times.
2. To respect peers and staff by obeying all legal and reasonable staff requests.
3. To refrain from bullying, harassment, and unlawful discrimination through the use of verbal abuse, ethnic slurs, slander, and/or obscene gestures.
4. To follow the rules, procedures, schedules, and directions of staff while in the facility or program. You must treat staff members and other youth with respect and not engage in activity that is designed to be disruptive to the living environment.



5. To clean and maintain your living quarters and other general areas of the facility. You are expected not to damage public or privately owned property located within the facility.
6. To ask for mental health, medical and dental care when needed.
7. To maintain your clothes, body, and hair in a manner consistent with the facility requirements for safety, security, identification, and hygiene.
8. To refrain from infringing upon the rights of other youth and/or staff.
9. To obey all orders of the court, to remain in placement and to participate fully, to the best of your ability, to achieve the goals identified in the Individualized Plan of Care or Service Plan.
10. To promote the physical safety, sexual integrity, and personal security of others through the use of self discipline.
11. To personally refrain from possessing contraband and to discourage others from possessing contraband.
12. To personally refrain from and discourage others from possessing or transferring any kind of weapon or object which could be used as a weapon.
13. To personally refrain from and discourage others from possessing, using, buying, selling, or otherwise providing or having alcohol, tobacco, narcotics, or other illegal drugs, or from abusing any other substance as an intoxicant or stimulant.
14. To practice and encourage honesty in all interactions.



## **PERSONAL HYGIENE & CLEANLINESS**

It is your responsibility to keep yourself clean at all times. You will be provided personal hygiene supplies including soap, shampoo, deodorant, toothbrush, toothpaste, bath cloths, towels and gender specific hygiene items. If there is an item you need, please let staff know what the item is or ask your facility case manager.

If special gender or culturally specific hygiene products are needed to better assist in your grooming needs and personal appearance, please feel free to request those items while you are detained. We will do our best to furnish these items providing they are available, in stock, or can be ordered considering current budgetary constraints.

You are expected to maintain your personal hygiene and a clean image. Shaving is allowed with a safety razor obtained with a help request form and the razor must be returned to staff when you are finished.

A licensed barber and cosmetologist provide hair care services on a scheduled basis. For males, hair will not extend longer than 3 inches. You will be required to trim your hair to meet the standard length. Hair that does not meet this length requirement may result in loss of privileges.

Your room should also be clean and inspection-ready and provide a reflection of who you are. This includes making your bed every morning, sweeping and mopping the floor, and properly disposing of any trash.

## **DRESS CODE**

During your stay at this facility you will be required to follow a standard dress code. You will be required to wear the state issued uniform. You must wear your uniform the way that it was intended and in a size that fits you appropriately.



## **SEARCHES, CONTRABAND & PERSONAL PROPERTY**

Because you live and study in a secure facility, we must prevent dangerous, illegal, or unapproved items from entering our workplace and living space. For this reason, it is necessary to conduct searches of your body and clothes and areas where you live. You must cooperate with these searches. They are not intended to embarrass you. They are conducted on a frequent basis to keep you and everyone safe. Here are some things you need to know:

### **Searches**

1. When entering the facility from outside the property, like during admission, you will be strip-searched by a trained officer of your own sex. These searches are conducted in a private area. You will be required to remove your clothing and the officer will visibly inspect your body and examine your clothing. Strip searches may occur at other times such as after a visit, or after an emergency, or if a supervisor orders it for the purpose of keeping you and everyone else safe.
2. A frisk search is when an officer searches you with their hands. It will be necessary for the officer to touch you during this search. The officer conducting a frisk search will always be the same sex as you. You will remain clothed and the officer will move hands around your body to insure that you are not hiding something. Frisk searches occur frequently.
3. Your room or belongings can be searched at any time. You must cooperate with these searches.



4. Your friends and family who come to see you are also subject to a search before they can visit. They must not try to sneak any item into this facility to give to you or to any other person. Unapproved items that are brought into this facility without permission are called contraband. **Contraband is illegal.** If a visitor brings you anything at all, they can be subject to a maximum penalty of jail time on felony charges or face cancellation of all future visits to come see you. The Department of Juvenile Justice prosecutes contraband violations.



### **Contraband**

Contraband is anything that you or others are prohibited from having in this facility.

The following items are examples of contraband:

- Any unapproved item
- Having someone else's property
- Having excessive personal property (too many letters)
- Having too many of an issued item (Example: 2 pillows, 3 sticks of deodorant)

Certain items are absolutely forbidden and are **illegal** to possess inside a DJJ secure facility.



## **Contraband**

***Possession of these items can result in criminal charges being made against you:***

- Illegal drugs or drugs of any kind, including alcohol
- Weapons such as guns, knives, ammunition
- Items that can be used or have been altered to be used as a weapon
- Cell phones and cell phone accessories (Example: batteries, chargers, phone cards, memory cards, etc.)
- Stolen items

**Other items you are forbidden to possess include:**

- Tobacco products or supplies
- Flammable liquids/matches or lighters
- Poisons
- Pornographic materials
- Literature advocating violence or hatred
- DVDs or CDs



## **Personal Property**



You are allowed to have only certain personal things while you are at this facility. The number of approved personal items is also limited. The following articles are approved personal items you may have in your room:

- Religious literature (one Bible, Koran, or other book of faith)
- An approved religious item essential to the practice of your faith (subject to approval)
- Legal materials (subject to space limitations)
- Personal health aid approved by medical department ( for example, prescription glasses )
- Five (5) personal letters
- Five (5) family photos (no Polaroids)
- One (1) book
- Writing journals approved for therapeutic purposes

All personal items are subject to inspection and review. You may not have more items than you can neatly and safely store in your room. Approved items will be removed from your room based on these behavior violations:

- Abusing or destroying materials
- Obstructing the view to your room
- Stealing reading materials from others
- Refusing to keep items orderly
- Flushing items in the toilet





### **Issued Items**

The facility will issue certain hygiene, bedding and clothing items for you to use. These items are the property of the state and you must not waste, destroy, or damage them:

- Pillow and pillowcase (1) (if not included as part of your mattress)
- Mattress (1)
- Sheets (2)
- Blanket (1 or as temperature demands)
- Clothing
- Shower Shoes (1)
- Comb/Brush (1)
- Toothbrush (1)
- Personal Hygiene supplies

You are not to possess more issued items than allowed.

### **Do not trade, exchange, sell, or buy issued items!**

Remember that you cannot have any item unless it has been issued to you or has been ***approved*** for your possession. **Do not trade, sell, or exchange anything with anyone!**

Possession and use of illegal drugs is not tolerated. If we suspect that you are using drugs, you may be required to submit to drug testing.



## FOOD SERVICES



While you are in a DJJ secure facility, ***all your meals will be provided to you.*** You will receive breakfast, a midmorning snack, lunch, an afterschool snack, dinner and bedtime snack. DJJ participates in the free school lunch program. The program makes rules and tells us what we can serve you for your breakfast, lunch and afterschool snack. There are requirements for fewer calories at those meals than you may be accustomed to getting at home in order to provide you with a healthier diet. We try to make up those calories at night with the dinner meal and bedtime snack and give you more to eat at that time. You will be provided with all these meals even if you are restricted to your room.

If you eat in the cafeteria, do not share or throw food. Leave the table clean and return your trays to the right place. Eating utensils must be returned to staff for counting. If you have a special diet need, we can provide it to you for food allergies, or for medical and religious reasons. If you are assigned a special diet, identify yourself correctly to the food service staff so they can provide the right tray.





## **MAIL**

### **Rules for receiving mail at this facility:**

1. You have the right to receive and send mail while you are a resident at this secure facility. Your mail will be opened by a staff member and inspected for contraband. Your mail is subject to further inspection, such as reading, if the director believes it is necessary for safety and security reasons.
2. You may write as many letters as you wish to individuals that are on your approved contact list. However, the facility will only pay for 2 stamps per week for non-approved letters. If you wish to mail more than that, you must provide your own postage. The facility supplies paper and envelopes. You may receive as many letters as are sent to you, but you may keep only 5 personal letters in your room at any time. The number of personal letters you are able to keep in your room may be reduced if you obstruct your room window with any object.
3. Mail is sent out and delivered daily except Saturday, Sunday, and observed holidays.

**Never seal the envelope** when sending out a letter. The Business Office will do that before mailing it out. Staff will deliver mail addressed to you.

4. You are not permitted to order any items (magazines, newspapers, books, compact discs, etc.) through the mail while you are here. Items like these are contraband and you cannot keep them.



5. Money or other valuables will be removed from your mail and stored and you will get a receipt. Tell your parents, guardians, family and friends not to send such items. Illegal or unapproved items will be handled as contraband. If you are sent illegal items in your mail it will result in law enforcement being contacted.
6. Every letter sent to you should have a return address so it can be properly identified or returned to the sender if necessary.
7. You are not permitted to send or receive mail from other youth placed in other DJJ facilities.
8. All mail you send must be fully addressed on one side of the envelope to whomever you are sending it, and your name and facility address must be in the return address section in the upper left corner of the same side of the envelope. The return address will be like the following sample:

### **SAMPLE ENVELOPE ADDRESS**





## **TELEPHONE**

You may make telephone calls while at this facility. On the day of arrival, you may make 2 phone calls to your family members or your attorney. All phone calls are time limited to 5 minutes per call.

You can make 1 phone call per week, not counting those made on admission day.

You are allowed to make calls on \_\_\_\_\_ (days) from \_\_\_\_\_(time) to \_\_\_\_\_(time).

You may make additional calls with your juvenile detention counselor's approval. Emergency telephone calls will be received at all times, day or night. During normal work hours, emergency calls should be directed to your Juvenile Detention Counselor. After working hours, emergency calls should be directed to the shift supervisor.



Calls will be collect unless you have a block on your phone in which case the facility will provide one call per week at the facility's expense. In the event your family cannot afford to pay for the collect calls, let your juvenile detention counselor know. Additional phone calls may be earned through the PBIS program.

You are allowed to receive calls on \_\_\_\_\_ (days) from \_\_\_\_\_(time) to \_\_\_\_\_(time).

## **Recreation & Leisure Activities**

Recreation opportunities will be programmed for at least one hour each day. The facility provides games and similar leisure activities for enjoyment and recreation. When weather permits, outside recreation may be scheduled. Special events will be provided on a regular basis. Remember that participation in many special activities here is a privilege based on good behavior, so don't miss out!

## VISITATION



During orientation, a juvenile detention counselor will help you develop an “Official Visitation List.” Your immediate family, consisting of parents or legal guardians, grandparents, siblings, husband or wife, and your children (if accompanied by an adult) may be on your list. The Director may approve significant others (employer, clergy, counselor, etc.) to visit you. Visitors 16 years of age or older must have a picture ID or driver’s license. Visitors under 16 years of age must have a student picture ID, a picture ID taken by local law enforcement, or a birth certificate. An adult must accompany visitors under 18 unless the Director approves otherwise.

The schedule for regular visitation at this facility is as follows:

Visitation Day\_\_\_\_\_ Time\_\_\_\_\_

Visitation Day\_\_\_\_\_ Time\_\_\_\_\_

Holiday Visitation Days\_\_\_\_\_ Time\_\_\_\_\_

Each youth has a limit of **No more than 5** visitors per visit. The reason for this is space limitations in the visiting area. Without exception, all visitors must leave the facility at the end of the scheduled visitation period. Special visits can be arranged if your parents or guardian cannot visit you during regular visiting hours or if there are other special situations.

### Visitation Rules

1. Before going to visitation you must be completely clean, dressed and neat.
2. You cannot take anything to visitation to give to your visitors unless you have permission.



3. Your visitors cannot bring anything in to visitation without specific written permission of the Director. Visitors cannot give you anything during visitation without permission. Visitors go through a metal detector and are subject to search before they can enter.
4. Visitors cannot bring food or drinks into the facility. Your visitors may purchase items from the vending machines to share with you. You cannot take any of these items back to your room after visitation.
5. You and your visitors must not disturb others during visitation. You should refrain from loud, boisterous conversation and conduct.
6. Small children must be controlled.
7. You or your visitors must not engage in intimate or sexual conduct.
8. Visitors who are causing problems, who are under the influence of drugs or alcohol, who break rules, or who try to bring things in without permission, will be told to leave and may be suspended from further visits for a period of time as determined by the Director.
9. Visitors must be appropriately dressed. Shoes must be worn. No tight or revealing clothing is allowed. No clothing depicting drugs, alcohol, nudity, or unlawful behavior is allowed.
10. You will be searched before and after visitation.
11. Keys, pagers, telephones, handbags, bags, purses, strollers, baby carriers, baby slings, diaper bags, cigarette pouches and make-up bags are not allowed in the visitation area.
12. With prior permission, visitors can pick up your stored valuables. They must sign for these items. You must arrange for pickup 24-hours in advance of the visitation period. Your Juvenile Detention Counselor (JDC) can help you with this. Visitors will pick up the items as they leave.



## **EDUCATION**



Your primary focus is to attend school each day!

Each student has a right to a Fair and Appropriate Education known as “FAPE”. While you are with DJJ you will be a student at the Georgia Preparatory Academy or GPA. GPA is an accredited school system. You will go to school each day and your credits will count.

You will have the opportunity to earn a High School Diploma or a GED. If you have completed your High School Education you will continue to be enrolled in some courses or will be part of a GEP or Graduate Education Program. While enrolled in GPA your education will continue.

When you arrive at GPA your records are requested from your home school and the education staff matches your schedule as closely as possible to what you were already receiving. If you were in a GED program in the community and that can be documented, you will be placed in a GED program at GPA. If you are classified as an exceptional student and you have an IEP, (Individualized Education Program) that plan will be followed and updated throughout your time at GPA, if you continue to meet the requirements.

You should make the best use of the time you have here. If you are a middle school student you must take the CRCT standardized test and in the 8th grade you must pass the Reading and Math sections to be promoted to the 9th grade.

Just like any other High School in Georgia, progressing through the grade levels at GPA depends on how many credits you have earned. You should always know where you are in your educational program. Study the chart below:

0 to 4.5 credits	= 9th Grade
5 to 10.5 credits	= 10th Grade
11 to 17.5 credits	= 11th Grade
18 credits	= 12th Grade



## **EDUCATION**

*The following are the courses you will need to graduate:*

<b>Graduation Requirement</b>	<b>Required Units</b>	<b>Students Entering High School in August 2008 and Later</b>
English/Language Arts	4 Units	Must include 9th Grade Literature and American Literature and two other core ELA courses
Social Studies	3 Units	Must include Government (Civics), World History, US History and Economics
Mathematics	4 Units	Must include Math I, Math II, Math III and another core math
Science	4 Units	Must include Physical Science or Physics and Biology and two from Chemistry, Earth Systems or Environmental Science

Health & Personal Fitness	1 Unit	Must include .5 Units of Each
Career, Technical and Agricultural Education (CTAE) and/or Modern Languages and/or Fine Arts	3 Units	CTAE – 3 elective units in a coherent sequence/ career pathway  Modern Language - Students entering the University System of Georgia must have 2 units of the same Modern Language
Electives	4 Units	
Total Units Required	23 Units	

GPA at DJJ also offers all the standardized tests that are required for graduation based on the year you entered the 9th grade. All the credits you have earned before you transferred to GPA will be applied toward your graduation requirements.

GPA also has CTAE, Career, Technical and Agricultural Education Programs in YDC schools. You will be allowed to register for CTAE courses that include computer science, horticulture, construction, auto repair, or cosmetology, depending on your location. If you complete the required courses in the CTAE programs, you can earn a Technical Certificate of Credit (TCC).



## **EDUCATION**

This works just like you took the courses at a technical college. GPA partners with South Georgia Tech, Augusta Tech and Oconee Fall Line Tech to award TCCs. This can help you to obtain employment after your enrollment at GPA. If you are interested in the GED and you are not already enrolled in a program, before enrolling in GPA you will have to meet the GPA requirements for admission to the Adult Education Program.

### **Requirements**

- You must be 16 years old.
- You must score 6.0 – 8.9 score on the D Level TABE for pre-GED.
- You must score 9.0 or above on the D level TABE for GED.
- You must have guardian approval (for 16 and 17 year olds).

Once you meet all the requirements for graduation, you will still attend school every day for some part of the day. You may be in the GEP or Graduate Education Program. The GEP will assist you in gaining the kind of marketable skills you need for employment. There are programs to improve your soft skills, such as Georgia BEST (Business Ethics Student Training). You will learn about Appearance and Professional Image, Attitude and Respect and Discipline and Character.

You will practice completing employment applications and will build a portfolio. You may practice academic skills in reading and math. You will learn job search strategies. The GEP will also have a number of groups for your participation, like a Life Skills Group or a Giving Back Group, where you become a mentor to other students trying to complete their high school diplomas or GEDs. During this time in your educational career you may continue to take vocational courses and even have a job in the facility.

## **WORK DETAIL**

### ***Your primary job is to attend school each day!***

When you are not involved in school or other scheduled activities, there may be opportunities to assist with other work projects. You are expected to keep your room, your living unit and other areas of the facility clean. These work projects will not interfere with your scheduled activities. You may volunteer or you may be selected to help. Sometimes extra chores are assigned as a disciplinary measure or you may lose the chance to work because of misbehavior.

You will be required to have a medical evaluation prior to your assignment to a work detail to make sure you are healthy enough for work activities. Work details outside of your dorm and separate from disciplinary sanctions must be approved by the Transition Committee. The committee will decide if your behavior permits you to work on a detail such as a teacher's aide, which may be viewed as a privilege. If a work detail is viewed as being hazardous, you can be removed from that detail for your own safety and for the safety of others.





## **MEDICAL**

Each time you enter the facility an officer or nurse will ask questions about your health. Be honest. It is important that we know everything about your health, so we can take care of you while you are here. Your health information is private and will not be shared with others unless you try to hurt yourself or others. When you see the nurse within 24 hours of arrival you will be asked more detailed questions about your health. The nurse will also:

- Take your weight, height and blood pressure
- Stick your finger for blood tests
- Check your urine for infection and kidney problems, girls for pregnancy
- Prick your arm with a needle to make a bubble under the skin. This is a test to see if you have been exposed to the TB germ. TB is a germ that is spread easily through the air.

Within the next 3-7 days you will get a physical examination. You will see a dentist for a routine dental examination and cleaning, if you are in the facility 60 days. If you have a toothache, the dentist will see you.

If you don't feel well and need to see the nurse, fill out a help request form and drop it in one of the help request boxes on the wall in the dorm, cafeteria or other locations in the facility. The nurse picks up the help request forms every day and will call you to come to the clinic. **If you have a medical emergency or injury, do not wait, tell a staff person right away.**

If we find a medical problem we will explain it to you and offer you medical treatment. You play an important role in that treatment and you should do the things our medical staff will ask you to do.



Medicine will be passed out on an individual basis. Our medical staff will ask you to swallow all your medicine and open your mouth to be checked. Never share your medicine with anyone else or take someone else's medicine. If you won't take your medicine, you must sign a medical refusal form.

If you have a special medical need or ongoing medical condition, you will be seen in the clinic at least once a month. Special services like x-ray and labs are available to you as needed. You may be placed in medical isolation if we think you have the kind of disease that can spread to others or others can spread to you. You will be able to receive the same level of medical care if you are in isolation for any reason.

## **MENTAL HEALTH**

The Social Services Provider (counselor), psychologist and other staff offer mental health services. They are here to help you with your adjustment and in particular if you are depressed or having other problems. Our mental health staff provides counseling and management services to youth assigned to their caseloads. If you are feeling very upset, depressed and confused, or having problems adjusting to being in our program, you should see a member of the mental health staff. There are several ways you can contact them:

1. Fill out a Help Request Form. Write down what is going on with you and put it in the Help Request Box.
2. Ask the JCO, Juvenile Detention Counselor, teacher or any other staff member to help you see a mental health staff member.
3. Speak to the mental health staff member or any Juvenile Detention Counselor when you see them on your units or elsewhere in the facility.



Most of what you say to our mental health staff members is confidential, except if you talk about harming yourself or harming others, or if you have been harmed, or if the information is about a threat to facility security. That type of information would be shared as necessary to make sure everyone is kept safe.

## **HELP REQUESTS**

The Help Request Form is used at all DJJ facilities. The forms and locked boxes are located in common-areas in housing units and dining halls throughout your facility. Look for the locked box on the wall that says Help Request. If you need help with anything, you can fill out the form and drop it in the box.

### **Identify Locations**

Only the nurse will pick it up daily. If you ask for medical or dental care, the nurse will call you to come to the clinic. If you ask for mental health care, the behavioral health care staff will see you. The form is also used to ask for any other help you may need, which will go to your counselor. Please fill out the form completely with your name, date of birth, and the correct date. Check the right box for medical care, mental health care, dental care or counselor. Write down your problem on the form. Please be honest and do not put in help requests under anyone else's name but yours. Do not use profanity. If you don't know the right word to use or can't spell it, the nurse will help you. ***Do not use the Help Request Form for Grievances; there is a separate form and box on the wall for them. If your help request is an immediate medical emergency or you feel like you are going to harm yourself, tell a staff member right now.***

### **Requests for Protective Custody**

If you feel unsafe and think you may be harmed, you may request protective custody. Protective custody means separating youth from the general juvenile population for reasons of health or safety when those youth request or require protection from other juvenile offenders. You may request protective custody in a variety of ways including:

- Verbally informing a staff member
- Submitting a help request
- Submitting a grievance
- Utilizing any facility-based communication system, such as a Comment for the Director box

## **CHAPLAIN and RELIGIOUS SERVICES**



### **Chaplain**

The Chaplain and Religious Services help promote spiritual development by providing youth with opportunities to participate in faith based and religious services. Upon request the Chaplain can also provide faith based counseling services to youth. Non-denominational religious services and programs are provided every week for the benefit of our youth detained in DJJ secure facilities. You can access these religious services by reviewing the facility master schedule. Attendance is completely voluntary.

If you choose not to attend religious services, you will be allowed to participate in out-of-room alternative activities also listed on the master schedule.

### **Religious Services**

You may receive visits from your religious representative (i.e. minister, preacher or other religious leader), however their visit must be pre-approved. Religious representatives must notify the Facility Contact \_\_\_\_\_ at \_\_\_\_\_ in advance to schedule a time for their visit. Religious representatives are required to provide proper identification and will be subject to all visitation policies and procedures. You may keep a religious book of your faith (such as a Bible or Koran) in your room and a small amount of approved religious materials or items.

If you have special religious needs (such as a special religious diet), you should discuss these with the Juvenile Detention Counselor (JDC) so the facility will be aware of your requests. You may also write a Help Request if you have a question or concern about practicing your religious faith.

The Department of Juvenile Justice supports your right to practice a religion of your choice as long as it does not create safety, disorder, or security concerns within this facility.

## **Volunteer Services**

This facility has citizens who volunteer in essential mentoring and useful life skills areas. Volunteers are not paid staff members however; they freely give of their time to help improve the quality of services provided to each youth. You may see volunteers assisting throughout the facility and you are expected to treat them with respect whenever you encounter them.

## **Case Management**

Juvenile Detention Counselors (JDCs) are here to help you adjust to the facility and to provide you with counseling services. They will help manage your case and may if necessary, contact court staff, Juvenile Probation and Parole Specialists (JPPS), your family, or facility staff to help with your activities at the facility. JDCs can provide guidance, place you in programs and services to meet your goals, and help you with learning to get along here. The JDC will also assist you to develop goals before you leave the facility.

The Transition Team is made up of individuals from different departments. The team will assign and monitor different services and activities to meet your needs while you are at the facility. Your participation in these services and activities will be documented and used to report the status of your progress. This important information is also shared with your judge.



You may receive group counseling along with other youth. Each youth is expected to demonstrate appropriate behavior with other members of their group and to actively participate in these sessions. JDCs assist with routine activities like phone calls, visitation problems, and questions about the facility. They will keep you informed about other issues such as court dates, screenings, and placement issues. When you believe you have a problem you can talk to any JDC by filling out a Help Request Form and placing it in the Help Request Box.

## **LEGAL ACCESS**



Your attorney or their designated representative may visit. Unless it is urgent, the facility requests 24 hours advance notice to schedule a visit. The facility staff will ensure your availability when your attorney comes to visit during the scheduled time. Your attorney will need to provide his State Bar of Georgia card and personal photo identification to be admitted for visitation. Your attorney or designated legal representative may arrange a telephone conference with you by calling the facility and requesting scheduling. You will be made available for telephone calls at the arranged times.

You may call your attorney as often as he or she agrees to accept your call. Normally, this is limited to once per day unless there is a special request by your attorney. Court officials, the Department of Juvenile Justice and other government officials may arrange official visits or telephone calls in the same manner as described for attorney visits and phone calls. All communication between you and your attorney or the courts is privileged and confidential.

### **How to get information about your case:**

For specific questions regarding your case, please contact (through your Juvenile Detention Counselor), your attorney, JPPS/community case manager or the Case Expeditor for your county of residence or facility. These people can assist you regarding your next court date or interpretation of your current order.





## COUNTS and MOVEMENT

### Counts

Several times a day, security staff will count the number of youth in the facility. You must follow all instructions during these counts. You may be asked to stand by your room door, remain silent, and not move until the count is completed.

You may also be counted every time you move from one area to the next area and also before and after programs. Misbehaving or not cooperating during these periods of time will result in disciplinary measures. These counts are conducted for your safety!

### Movement

You will always move from one area to the next as directed by staff. These directives may consist of placing your hands behind your back, facing forward and not talking during the movement. You will be properly dressed at all times during movements. **Never leave or enter any area without permission from staff.** Whenever you leave one area, you will be escorted and monitored by staff. It is important that staff know your whereabouts at all times. If you leave or attempt to leave this facility without authorization, you will be charged with escape. **Escape is a violation of the law and can lead to an additional sentence** or time to serve if found guilty in a court of law.



## **EMERGENCIES**



During your stay at our facility, you may be faced with both personal emergencies and facility emergencies. For facility emergencies, we will be conducting drills to make sure you stay safe. You are required to cooperate during these drills and to follow all instructions given to you by the staff.

Each DJJ secure facility conducts fire drills, evacuation drills, severe weather drills, loss of power drills, and other emergency exercises which you are expected to take seriously. It is important that you listen carefully to this emergency training so you know what to do if there is an actual emergency. You must line up when, where and how you are told by the staff. You must do this safely, quickly, and without causing a disruption.

Our facility has an emergency exit plan posted with written instructions to follow to be able to exit the building under escort to a safe area. This plan also has a map of where you are and **how to get to the safe area**. Make yourself familiar with this emergency exit plan.

For personal emergencies, please ask a staff member to help you. A personal emergency is something that will most likely affect only you. It could be a medical emergency affecting your health or it could result from receiving bad news from a phone call or a letter about a family member or about your case.

Please remember that staff members and other youth are not allowed to bully, harass, or abuse you in any way. That kind of behavior would also make an emergency situation that you would need to report right away. Our professional case workers and especially our counselors are the people trained to assist you if you are having a personal emergency. However **any DJJ staff member is available to help you if you are faced with a personal emergency situation and have to deal with it.**



## **OUR BASIC TREATMENT STANDARDS**

As a DJJ resident you can expect..

1. To be free of **unlawful discrimination** based on race, religion, color, sex, age, national origin, or disability, pregnancy, childbirth, or related medical condition.
2. To be free of **harassment** based on race, religion, color, sex, gender, sexual orientation, age, national origin, or disability, pregnancy, childbirth, or related medical condition.
3. To be free of **bullying**.
4. To send and receive **mail**.
5. To make and receive **telephone** calls.
6. To receive **visitors**.
7. To have contact with **attorneys** and other authorized legal representatives.
8. To have freedom in personal **grooming** and dress, except when it would conflict with facility requirements for safety, security, identification, or personal hygiene.
9. To have access to file a **grievance**.
10. To be **treated respectfully**, impartially, and fairly, and to be addressed by name in a dignified and conversational form.
11. To be **informed** of the rules, procedures, and schedules of the facility within 24 hours of admission.
12. To be **free from corporal punishment**, physical abuse, assault, personal injury, or disease.
13. To be **free from interference with the normal bodily functions** of eating, sleeping or bathroom functions by any person.





14. To be **free from mental or verbal abuse**, intimidation, threats, humiliation, or property damage.
15. To be **free from sexual abuse**.
16. To **practice your faith** and to participate in religious services and religious counseling on a voluntary basis.
17. **To vote** (by absentee ballot) if 18 years of age or older. (To register, the youth must contact the Registrar of Voters in the county where he or she resided before confinement.)
18. To **review your case record** while in the facility.
19. To have **freedom of expression**, as long as it does not interfere with the rights of others or the safety and security of the facility or program.
20. To have **due process** in disciplinary proceedings.
21. To have **equal access to programs and services** in co-correctional facilities or equivalent services among different facilities.
22. To maintain your physical, mental, and emotional health by **exercising** on a daily basis.

***You may ask your counselor to further explain any of these rights.***





## **FACILITY RULES & DISCIPLINE**

### **Discipline**

*You are expected to follow the rules of this facility.*

Good behavior is expected of everyone and is rewarded through the Behavior Management Program. We want each of you to do well and benefit from rewards. We have provided a guide of things that you are *not* supposed to do during your stay at this DJJ secure facility. They are listed as rule violations. Failure to follow these rules along with negative behavior will result in residents being subject to the DJJ disciplinary process. Although this facility never uses corporal punishment, a system of restrictions and on-the-spot corrections is used instead to control minor behavior problems that do not warrant isolation.

### **Rule Violations**

- Property violation
- Nuisance contraband
- Dangerous or illegal contraband
- Safety violation
- Refusal to Cut Hair or Shave
- Horseplay
- Bullying
- Harassment
- Gang-related activities
- Aiding an escape or attempted escape
- Escape or attempted escape
- Unauthorized presence
- Riot or other major group disturbance
- Youth on youth physical altercation
- Youth on staff physical altercation
- Intentionally throwing or propelling an item
- Youth on youth sexual penetration occurring on DJJ property (regardless of age)
- Youth on youth sexual contact occurring on DJJ property (regardless of age)



- Youth on youth sexual harassment occurring on DJJ property (regardless of age)
- Youth on staff sexual contact
- Inappropriate sexual behavior
- Lewd and lascivious conduct
- Obstruction of staff
- Refusal to obey
- Continued refusal to obey
- Altering appearance
- Threats
- Lying or willful deceit
- Disrespect or profanity
- Exchanging food
- Littering
- Careless or reckless operation of tools, equipment, and machinery
- Improper use of medication
- Violation of victim's rights
- Incitement

As you read the list of DJJ rules, remember that offenses which are against the law outside in the community are also against the law here in this facility. If you violate a law here, you also risk additional charges being filed against you that can result in longer sentencing. If you violate a rule you are subject to the DJJ disciplinary process:





## **DJJ Disciplinary Process**

1. Staff may deal with rule violations without writing a Disciplinary Report. They may provide verbal correction or restrict a privilege. If you are upset and misbehaving, staff may order you to stay in your room for up to one hour, which is called “cooling off.”
2. Staff may also file a Disciplinary Report, which will result in a disciplinary hearing conducted by a hearing officer. Each report is investigated prior to the hearing.
3. A hearing officer will conduct a hearing to determine if you are guilty of a rule violation. If you are found guilty, the hearing officer may impose a sanction (punishment). If you are found not guilty, the charges will be dismissed.
4. You may appeal the findings and sanctions received in a disciplinary hearing.
5. You may ask a staff member to assist you in the disciplinary hearing process. The staff member is called an advocate. The advocate will explain the process and may present evidence and question witnesses on your behalf.
6. In a disciplinary hearing, you have the right to present evidence on your behalf, to question witnesses through the hearing officer or an advocate can question them for you. You may attend the hearing. You may ask that certain witnesses be questioned at the hearing.





## **Sanctions For Rule Violations**

- Restriction to your room for up to 120 hours
- Restriction from a specific activity
- Verbal reprimand
- Credit for time served
- Coaching
- Counseling
- Loss of work duty privileges
- Writing assignments
- Extra chore assignments
- Early bed referral
- Referral to a specialized group
- Behavior Management or Closed Unit referral
- Formal legal charges
- Loss of (PBIS) points earned
- Loss of (PBIS) purchase privileges for 7 days

No one is allowed to punish you by striking, spanking, or physically abusing you in any way. If this ever happens, report it and tell someone!

## **PBIS**

Positive Behavior Intervention and Support (PBIS) is a facility-wide program that involves not just you, but all staff within the facility. PBIS provides a common set of expectations for you to follow. The facility has developed a system that holds all youth accountable for their actions by defining the expectations that will need to be carried out to receive positive reinforcements. This facility has defined expectations for you and every other youth. Based on your behaviors you will receive reinforcements.

PBIS will provide you with:

- Direction
- Staff role modeling
- Reinforcing positive behavior and interventions
- Services defined as supports for youth who engage in problem behavior



## **“GOOD BEHAVIOR BILL”**

You have been sentenced by the Court to serve time in a Secure Facility operated by the Department of Juvenile of Justice. Based on your offense and legal history with the court, you have a minimum and maximum amount of time set to be served in a secure facility.

However, under legal provisions of the GOOD BEHAVIOR BILL, you may have an opportunity to reduce the amount of time you spend in detention. What you do with this opportunity is up to you. You will be meeting with the DJJ Transition Team soon to discuss plans for your education, vocation, treatment, programs, and medical needs while you are at the YDC.

Below are items you must complete or achieve to be considered as a candidate for a reduced amount of time spent in a secure facility under the Good Behavior Bill. Youth who demonstrate they are serious about taking responsibility for their actions and achieving rehabilitation have the opportunity to ask the court for an early release, for reduction in confinement time, or even for the termination of a commitment.

### **Minimum “Good Behavior Bill” Criteria**

- On the Universal Tier of Positive Behavior Intervention and Supports Program and has maintained this status for a minimum of 80% of the time during the last 6 months;
- No guilty findings for Class C rule violations;
- No guilty findings for designated Class B rule violations in the past 6 months.
- Substantial progress towards treatment and service plan objectives, as determined by the transition team;
- Completion of sex offender intervention, if applicable;
- Completion of substance abuse treatment, if applicable;
- Completion of academic goals outlined in the individualized program of study;
- Completion of the Victim Impact of Crime Class; and
- Restitution Plan developed with youth, JPPS, and JDC, if applicable.



**We want to see you succeed here!**

Regardless of the choices you made in the past that placed you in our custody, it's the positive choices you make from this point-on that can lead you to an early release and on to a road of success. Qualifying under the Good Behavior Bill is a difficult task but you can make real changes in your own future if you are willing to work hard and make a genuine effort at changing your behavior here. This is your chance to show your willingness to work with the staff that works with you every day. Georgia lawmakers, educators and juvenile justice authorities all recognize the achievement of this "Good Behavior" goal as a life-changing reward for your positive perseverance.

## **DJJ REENTRY SERVICES DEFINITIONS**

### **Reentry**

"Reentry" is not a specific program, it is a comprehensive transition process that starts the moment you enter Georgia's juvenile justice system. This transition process ends when you return safely and successfully to your community as a law-abiding citizen. Georgia DJJ Reentry Services are designed to "Offer Hope and Youth Change" by preparing our young residents for their eventual trip home as productive citizens.

While you are here, the Department of Juvenile Justice will provide you with these opportunities for positive change in your life. We will follow your progress and our Reentry Team service providers will make decisions about how to assist you in your preparations for "life after DJJ". We want to help you beat the odds of becoming the repeat offender who faces another serious run-in with the law after leaving our custody and gets stuck in a revolving door to juvenile detention.





## *How you can help*

### *Risk*

We need correct information about you to make sure you receive the right care while you are here. Many of the factors research analysts consider to determine ‘Risk Levels’ for youth are things that youth have little or no control over. For instance if a youth is at “High Risk For Substance Abuse”, then one of their needs triggered by that Risk level might be Substance Abuse Education and we will provide for that need. Please answer all our questions completely and truthfully so that DJJ can provide you with programs that will offer you the best opportunity for success.

### *Needs*

Your “Needs” are determined based on a “Needs Assessments Screening” that is done when your case goes to court and a judge decides the outcome. Identifying your needs correctly will also help increase your chances of success. An accurate screening is another reason why it is important for you to provide your counselors and probation officers with truthful information.

### *Program Integrity*

Counselors take into consideration the barriers and ‘road blocks’ that can get in the way of your proper treatment such as the condition of your physical health, mental health, or education level. Research shows the success of our programs is often based on how well the programs are managed. Terms like Program Integrity describe how often and how long our programs are used and what method is used to deliver them. These terms are used to help DJJ measure our program effectiveness to prevent youth from becoming repeat offenders.



## **Reentry Checklist**



Your “Reentry Checklist” will be your personal road map to a successful life after DJJ. Think of this like making the vacation checklist you take along to make sure you have everything you’ll need. Taking care of all the items on the checklist will help you make a successful transition back to your community as a productive, law-abiding citizen. It will also help you avoid a return trip to a juvenile detention center. DJJ will ensure that you have a PERSONAL reentry plan that will be tailored to what you need for your future success outside detention.

A successful return to your community means having access to services, resources, and support. It includes necessities like information about identification, housing, employment, disability benefits and transportation. It provides for medical and mental health support and substance abuse education. It also includes updated service provider contacts with the Social Security Administration, Department of Labor, and Social Services.. basically, it’s knowing how to connect with all the community support systems that can make life simpler.

## **After Care**

After Care Domains are what we call the subject areas we review with all offenders. They include the following:

1. **Family & Living Arrangements:** The Juvenile Detention Counselor at the facility and the community staff work to ensure youth have a residential plan prepared when they are ready for release. Sometimes when no residential plans are available, DJJ staff will explore housing options for youth before they are released.
2. **Leisure, Recreation & Vocational Interests:** Having positive leisure, recreational, and vocational interests helps reduce stress. There is great benefit to planning positive interests on a regular basis.



3. **Peer Groups & Friends:** Before a youth is released from secure confinement at DJJ, the Juvenile Detention Counselor will look for the influence of positive individuals and residents with pro-social behaviors among the resident's peer groups. If counselors discover notable concerns about those peers, they will make time to discuss the benefits of positive friends with the departing youth and to talk about all the complications of having negative friends.
4. **Mental & Physical Health:** Medical and Mental Health staff will have plans in place to ensure your physical and mental health needs are met.
5. **Substance Abuse:** If you are measured at High Risk for Substance Abuse you will likely have additional contact with our counseling staff and be required to complete a Substance Abuse Program.
6. **Education & Schooling:** The DJJ education staff is interested in matching student course, class, and grade level schedules as closely as possible to what students were already receiving. Special attention is given to youth who are unable to return to their neighborhood school systems. Proper referrals will be submitted to ensure a student's educational needs meet DJJ's high academic accreditation requirements.
7. **Vocational Training & Employment:** DJJ will assist youth who make plans for vocational training to learn the kind of marketable skills needed for employment and to make every effort to clearly explain available training options. It's a fact that once any student acquires a vocational skill or earns employment, their chances for personal success are improved considerably.

## Wraparound Reentry Services



The Department of Juvenile Justice established Georgia's Reentry program as one of its top priorities to ensure the best wraparound services available for every youth preparing to leave state custody. DJJ is committed to offer these life-changing opportunities to reduce recidivism, enhance public safety, and to reintegrate former juvenile offenders as more productive and law-abiding citizens into their neighborhood settings.



### **HANDBOOK DEDICATION**

*The Office of the Commissioner offers its sincere thanks to residents of the Georgia Department of Juvenile Justice who contributed their original ideas to help bring focus to some pages of this DJJ Student Handbook. Their thought-provoking questions and suggestions helped highlight the goals of responsibility, respect, integrity and self-control that are basic objectives for achieving the positive behaviors that lead to successful life outcomes.*

**ADN**

Avery D. Niles, Commissioner  
Department of Juvenile Justice

As long as you are a resident at this facility, always remember that if something matters to you, it also matters to staff. Staff is here to help you and you must tell them when you need help.

"The Life" isn't  
really living



Exploitation is NOT glamorous

EXPLOITATION IS ABUSE! HAS SOMEONE GIVEN OR OFFERED YOU MONEY FOR SEX? HAS SOMEONE FORCED YOU TO HAVE SEX IN EXCHANGE FOR A PLACE TO STAY OR FOOD? HAS SOMEONE PROMISED YOU A MODELING JOB AND FORCED YOU TO HAVE SEX WITH THEM OR OTHERS? IF YOU OR SOMEONE YOU KNOW IS BEING EXPLOITED, PLEASE CALL:

Department of Juvenile Justice Office of Victim Services:



1-800-922-6360

Georgia Cares:

404-602-0068

National Runaway Hotline:

1-800-RUNAWAY



**STOP SEXUAL EXPLOITATION NOW**

# NO CELL PHONES!



## **VIOLATORS WILL BE PROSECUTED**

It is illegal to give DJJ youth:  
Cell Phones • PDAs • Computers  
Weapons • Liquor • Drugs

Per Executive Order Signed by Gov. Nathan Deal on Nov. 23, 2011  
Georgia codes: 49-4A-11 & 42-5-18

# **NO** **GIVING OR SELLING CONTRABAND TO YOUTH**

## **VIOLATORS WILL BE PROSECUTED**

Georgia code: 49-4A-11

Violators could receive 1-5 years in prison

Just ask these former employees:



Arrested  
and  
indicted for  
contraband



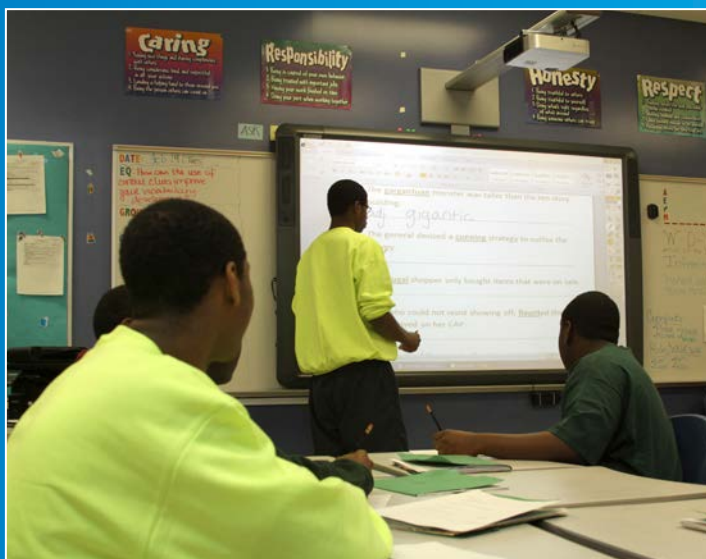
Arrested  
and  
indicted for  
contraband



Arrested  
and  
indicted for  
contraband



## ON THE COVER



(Students at the Atlanta Youth Development Campus using the Promethean Interactive Learning Board)

The Georgia Preparatory Academy at DJJ is one of the state's leading promoters of direct technology implementation for student instruction. Shown here, Promethean Interactive Learning Boards are electronic whiteboards which combine pen and multi-touch functionality with integrated sound and software. The combined board effects help create an all-in-one immersive and interactive learning environment for youth in DJJ classrooms.

The installation of Promethean Learning Boards and other state-of-the-art classroom equipment bring a whole new dimension to learning that can help Georgia Preparatory Academy educators make breakthroughs in teaching at the Department of Juvenile Justice.

